

File No. _____ Fee: _____
Date Received: _____ Initials: _____
Scheduled Public Hearing Date: _____ Check or Receipt No. _____

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
CITY OF GAHANNA PLANNING COMMISSION**

Business Name _____ Submittal Date _____
Address of Site _____ Zoning District _____
Owner/Representative _____
Title _____ Fax: _____
Address _____ Phone: _____
City/ State/ Zip _____ Fax: _____
Designer/ Architect/ Engineer _____ City License Number _____
Address _____ Phone Number _____
City/ State/ Zip _____
Representative _____ Title _____
Design Review of: _____ Site Plan _____ Building Design _____ Landscaping _____ Signage
Special Information Regarding the Property and its Proposed Use: _____

Submission Requirements

- (1) Applicant is required to complete the checklist on the following pages.
- (2) Fee: \$25.00 for review plus \$10.00 for each 1,000 square feet of building (\$500.00 maximum).
- (3) Ten (10) copies of the plans are to be folded (NOT ROLLED) to 8 1/2 x 11 inch size prior to submission.
- (4) Submit reduced drawing suitable for an overhead projector 8 1/2 x 11 inch size.
- (5) Submit one (1) color rendering of the project in plan/ perspective/ or elevation, mounted on 18 x 24 inch size foam core, gator board or other acceptable material.
- (6) Submit at detailed list of materials.

*Note: Planning Commission members and/or City Staff may visit the property prior to the hearing to review the application.

Applicant's Signature _____ Date _____

APPROVAL

In accordance with Sections 1197.05 of the Codified Ordinances of Gahanna, this certifies that this project, as stated above, has been approved by the Gahanna Planning Commission on _____. The applicant shall comply with any conditions approved by the Commission, and shall comply with all building and zoning regulations now in force.

Conditions: _____

Zoning Administrator _____ Date _____

Note: All correspondence will be to applicant above unless otherwise stated.

Revised May 2003

SUBMITTAL REQUIREMENTS

	Applicant Or Agent	Zoning Administrator
I. GENERAL REQUIREMENTS		
A. All exhibits required for the permanent file (noted in the following paragraphs) must be able to be reduced to "legal size" (8 1/2" x 14") by folding, photo reduction, etc. (ALL PLANS ARE TO BE FOLDED BY APPLICANT PRIOR TO SUBMISSION.) While large mounting boards, material samples, or other exhibits not meeting this criteria maybe used for Planning Commission presentation, the Commission does appreciate the use of the audio visual system whenever possible	A. _____	_____
B. Ten black or blue-line prints of the plans including the items listed in sections III shall be submitted to the Zoning Administrator for presentation to the Commission.	B. _____	_____
C. An adequate number of color photographs (Polaroid-type acceptable) are required to illustrate the site, including buildings and other existing features as well as adjacent properties. Photos may also be used to illustrate installations on other sites that are similar to the applicant's proposal.	C. _____	_____
D. Materials List	D. _____	_____
II. BUILDING CONSTRUCTION, EXTERIOR REMODELING, AND ADDITIONS (INCLUDING PARKING LOTS AND LANDSCAPING)		
A. Site Plan. A site plan is required containing the following information:		
1. Scale and north arrow,	1. _____	_____
2. Project name and site address;	2. _____	_____
3. All property and street pavement lines;	3. _____	_____
4. Existing and proposed contours;	4. _____	_____
5. Gross area of tract stated in square feet;	5. _____	_____
6. Proposed ingress and egress to the site, including on site parking area(s), parking stalls and adjacent streets. Delineate traffic flow with directional arrows and indicate the location of direction signs or other motorist's aids (if any);	6. _____	_____
7. The designation of required buffer screens (if any) between the parking area and adjacent property;	7. _____	_____
8. Location of all isolated existing trees having a diameter of six (6) inches or more; (Tree masses may be shown with a diagrammatic outline and a written inventory of individual trees exceeding 6" in caliber);	8. _____	_____
9. Existing landscaping that will be retained and proposed landscaping shall be differentiated and shown on the plan. The type, size, number, and spacing of all plantings and other landscape features must be illustrated;	9. _____	_____
10. Identify photograph location;	10. _____	_____
11. Location of all existing and proposed building on the site	11. _____	_____
12. Location of all existing (to remain) and proposed lighting standards complete with routing of electrical supply;	12. _____	_____
13. Provide breakdown of parking spaces required and spaces provided (see COG 1163);	13. _____	_____
14. Provide interior landscaping breakdown for paved surface (5% of paved surface required to be landscaped with one (1) tree per 100 square feet, see COG 1163)	14. _____	_____
15. Provide lot coverage breakdown of building and paved surface areas.	15. _____	_____
B. Elevations. Complete elevation from all sides of all proposed		

construction and related elevations of existing structures (if any) are required containing the following information:

1. Scale;
2. Changes in ground elevation;
3. All signs to be mounted on the elevations;
4. Designation of the kind, color, and texture of all primary materials to be used;
5. Fenestration, doorways, and all other projecting and receding elements of the building exterior.

1. _____
2. _____
3. _____
4. _____
5. _____

C. Optional requirements at discretion of Planning Commission.

1. Scale model;
2. Color rendering;
3. Perspective drawing.

1. _____
2. _____
3. _____

D. Section Profiles. Two (2) section profiles through the site are required containing the following information:

1. Scale;
2. Building(s);
3. Lighting fixtures and standards;
4. Signs.

1. _____
2. _____
3. _____
4. _____

E. Material Samples. Material samples are required for all exterior materials. For presentation purposes, a narrative description is required for Planning Commission files.

E. _____

III. LIGHTING SUBMITTAL REQUIREMENTS

A. Site Plan. A site plan is required containing the following information:

1. Scale and north arrow;
2. Project name and site address;
3. All property and street pavement lines;
4. Proposed ingress and egress to the site, including on site parking area(s), parking stalls, and adjacent streets;
5. Existing landscaping that will be retained and proposed landscaping;
6. Location and height of all existing (to remain) and proposed buildings on the site
7. Location of all existing (to remain) and proposed lighting standards, complete with routing of electrical supply and circumference area that will be lighted by each standard.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

B. Lighting Standard Drawing. A scaled drawing of the proposed lighting standard(s) is required and should contain the following information:

1. All size specifications;
2. Information on lighting intensity (number of watts, isofootcandle diagram, etc. at least 1/2 foot candles required);
3. Materials, colors, and manufacturer's cut sheet;
4. Ground or wall anchorage details.

1. _____
2. _____
3. _____
4. _____